

LA PROMESA EARLY LEARNING CENTER
Finance Committee Meeting Minutes
Date: April 24, 2018

Board Members Present	Regina Sanchez, Brenda Baca	
Absent		
Others in Attendance	Chris Jones, Danielle Miranda, Mike Vigil Jr., Thalia Toha	
QUORUM	<u> X </u> YES <u> </u> NO	
Meeting called to order	Regina Sanchez called the meeting to order at 5:00pm	
Item	Discussion	Action/Recommendation
Approval of the Agenda	No discussion.	Regina Sanchez called for a motion to approve the agenda for the finance meeting. Brenda Baca motioned. -Regina Sanchez called for a vote. Finance Committee approved unanimously by a vote of 2-0; 0 opposed; 0 abstained
Approval of Minutes		Regina Sanchez called for a motion to approve the minutes from the 3/20 finance meeting. Brenda Baca motioned. -Regina Sanchez called for a vote. Finance Committee approved unanimously by a vote of 2-0; 0 opposed; 0 abstained
Budget Report Updates	<p><u>Vigil Jr.:</u></p> <ul style="list-style-type: none"> • Page 1- Revenue came in as expected. • Pages 2-7- Expenditures Report: Most of the functions are in the positive. We will have to do some Maintenance probably in May to make sure they all end in the positive. Operational Fund is \$288,165.88 in available budget. We know that we have to set aside \$229,000 for the deficits from previous years. We're well on our way; we have almost \$60,000 above what we need and that will go to next year's reserve for another deficit that we addressed. • Pages 8-9- Bank Account Register Activity Report: We did expend about \$20,000 more than we received. There are 3 PO's in March; two months out of the year you have 3 payroll cycles. Cash Flow is still fine. • Page 13- Bank Reconciliation: You are going to see that you have plenty of cash in the bank, nearly \$979,041.47. • Page 14- Cash Summary Report: Current deficit is \$79,343.27 and it will have to go into next year. All the negative funds below Operational we will receive reimbursement for. Total Cash \$979,041.47. 	
Review of BARs	<p>BAR for consideration:</p> <ol style="list-style-type: none"> 1. 528-000-1718-0026-I 2. 528-000-1718-0027-I 3. 528-000-1718-0028-I 4. 528-000-1718-0029-I 5. 528-000-1718-0030-I 6. 528-000-1718-0031-I 7. 528-000-1718-0032-I 8. 528-000-1718-0033-I 9. 528-000-1718-0034-I <p><u>Vigil Jr.:</u></p> <ol style="list-style-type: none"> 1. Increase: After School Fee Collections of \$3,890 2. Increase: TIG Refund Check of \$2,682 3. Increase: Small Private Donation of \$280 4. Increase: Collection of Adult Lunch Fees of \$1,698 5. Increase: Activities Funds of \$748 6. Increase: Medicaid funding of \$3,137 (reimbursements are on quarterly basis) 7. Increase: Capital Improvements of \$9,538 8. Increase: Title II Final Award of \$6,708 (will be used as stipends for Teacher Leaders) 9. Increase: Title III EL Acquisition of \$22,880 (will be used for PD) 	
FY19 Budget	<p><u>Vigil Jr.:</u> We have a reduction of funding. Last year, you had funding based on 377 students and it dropped down to 345. Because of that we can't fully fund the program the way we did this year. Students are the generator of revenue; if we have less students, we have less money. Looking at the budget, we will be working with 2.6 million. Mr. Jones does have a wish list that includes an assistant principal and it's probably not going to be fulfilled; unless we get money from the claim. We do have a bunch on non-reoccurring expenses that do make it so we can balance the budget and we can guarantee that we can meet legislative mandates for raises. This school had a high salary schedule, so the base levels are already met for the current year; so all we have to do is give 2.5% increases to all teachers and all other employees. We have about \$10,000 more for Mr. Jones to use. Based on my calculations we will have to set aside \$136,000 for next year. This is the first draft and I don't see a whole lot changing because don't have a lot of flexibility.</p>	

LA PROMESA EARLY LEARNING CENTER
Audit Committee Meeting Minutes
Date: April 24, 2018

Board Members Present	Judy Griego, Regina Sanchez, Brenda Baca, Andrew Mathis	
Absent	Julian Munoz	
Others in Attendance	Chris Jones, Danielle Miranda, Mike Vigil Jr., Thalia Toha	
QUORUM	<u> X </u> YES <u> </u> NO	
Meeting called to order	Judy Griego called the meeting to order at 5:45pm	
Item	Discussion	Action/Recommendation
Approval of the Agenda	No discussion.	Judy Griego called for a motion to approve the agenda for the finance meeting. Brenda Baca motioned, Regina Sanchez seconded. -Judy Griego called for a vote. Finance Committee approved unanimously by a vote of 4-0; 0 opposed; 0 abstained
FY 17 Audit Review	<p><u>Jones:</u> We did get out Audit back and it was better than before. The Financial Improvement Plan rolls in the two fiscal years that we had to combine. We had some findings and some repeat findings that were unavoidable because things carried over. However, a lot of these findings have been completed.</p> <p><u>Vigil Jr.:</u> There were 9 findings from the previous year's audit; we resolved two and 7 were repeated. The PED noted that it is 'not meeting standard' as far as the financial stuff goes. I wanted to make it known that even though we had repeat findings, but for all of July, August, and for a week of September you had the old business manager in there. That business manager is under their investigation to have her licenses suspended. So I told them we couldn't have fixed those things in those first couple of months because Vigil Group wasn't even contracted in July. But they are acknowledging that we are making improvements; we went from books that could not be audited to an opinion that was modified. We're in the right direction and the audit proves it.</p>	
FY 16-17 Financial Improvement Plan	<p><u>Vigil Jr.:</u> As far as PED is concerned none of them technically have been completed because they will start removing them or at least indicating that they are completed. We revamped it and we made it seem like we're operating on our own and putting in actions that will correct all of the problems from the past. On February 20th, I added the new findings, had Mr. Jones review it and then sent it off to David Craig on March 28th. I haven't received anything back, so I will follow-up and see what he wants to do. I did speak in front of the PEC two weeks ago and let them know that we turned it in and gave them the dates. I will let you know if there is any movement on it.</p>	
Review of Financial Policies & Procedures	<p><u>Jones:</u> At the next meeting and as we move forward, we need to look into our Financial Policies, so that we can compare them to the audit findings; we have 8 policies. I do feel confident as does Mr. Vigil, that those policies and the internal controls that we have in place right now including the structure. The staff does not touch money at all; everything goes through Diana or myself and we have a streamline process.</p>	

LPELC GC Meeting Minutes

Date: April 24, 2018

Board Members Present	Judy Griego, Regina Sanchez, Brenda Baca, Andrew Mathis	
Absent	Julian Munoz	
Others in Attendance	Chris Jones, Danielle Miranda, Mike Vigil Jr., Thalia Toha	
QUORUM	<u> X </u> YES <u> </u> NO	
Meeting called to order	Judy Griego called the meeting to order at 6:25pm	
Item	Discussion	Action/Recommendation
Approval of the Agenda	No discussion.	Judy Griego called for a motion to approve the agenda. Brenda Baca motioned, Regina Sanchez seconded. -Judy Griego called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained
Approval of Minutes	03/20/2018	Judy Griego called for a motion to approve the 03/20 minutes. Andrew Mathis motioned, Brenda Baca seconded. -Judy Griego called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained
Discussion/Action Items		
Budget Report	<p><u>Vigil Jr.</u>: Everything is coming as expected. We had a high month of expenditures because of those 3 payrolls, other than that everything is pretty normal. When you look at the Cash Summary Report, the Operational is down to having \$80,000 of deficit. I can predict that will go up as we payout the summer payrolls; most of the higher costs are towards the end of the year because teachers get paid out through the summer. We are on target to set aside the \$229,000 that is required. I'm projecting that we have to have about \$130,000 to set aside for next year.</p>	
Approval of BAR	<p>BAR for consideration:</p> <ol style="list-style-type: none"> 1. 528-000-1718-0026-I 2. 528-000-1718-0027-I 3. 528-000-1718-0028-I 4. 528-000-1718-0029-I 5. 528-000-1718-0030-I 6. 528-000-1718-0031-I 7. 528-000-1718-0032-I 8. 528-000-1718-0033-I 9. 528-000-1718-0034-I <ol style="list-style-type: none"> 1. Increase: After School Fee Collections of \$3,890 2. Increase: TIG Refund Check of \$2,682 3. Increase: Small Private Donation of \$280 4. Increase: Collection of Adult Lunch Fees of \$1,698 5. Increase: Activities Funds of \$748 6. Increase: Medicaid funding of \$3,137 (reimbursements are on quarterly basis) 7. Increase: Capital Improvements of \$9,538 8. Increase: Title II Final Award of \$6,708 (will be used as stipends for Teacher Leaders) 9. Increase: Title III EL Acquisition of \$22,880 (will be used for PD) 	<p>Judy Griego called for a motion to approve BARs #0026, #0027, #0028, #0029, #0030, #0031, #0032, #0033, and #0034. Brenda Baca motioned, Andrew Mathis seconded. -Judy Griego called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained</p>
Approval of FY19 Budget	<p><u>Vigil Jr.</u>: There is a reduction of funding of about \$300,000 mainly because we dropped from 377 students to 345. We do have to set aside \$136,000 for deficit needs as opposed to the \$229,000 in the current year. So that helps us and we are going to save more in the current year's budget that can be used for next year's budget. Mr. Jones did send a wish list to get some support but I don't think that is going to happen until that insurance claim comes through. This is all contingent on the PED agreeing with our estimation that there is only a \$136,000 deficit remaining. Regardless of what they say, it will be proved by the audit. We will see what he has to say and hopefully he'll let us stick with the \$136,000. Otherwise we will have to go back to the drawing board.</p> <p><i>*Item tabled until next meeting</i></p>	<p>Judy Griego called for a motion to table the approval of the FY19 Budget until next meeting. Regina Sanchez motioned, Brenda Baca seconded. -Judy Griego called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained</p>
Audit Committee Meeting & FIP Overview	<i>*see above</i>	
Approval to Form Policy, Curriculum, Instruction, and Assessment Sub-Committee	<p><u>Jones</u>: Right now, we do have two sub-committees (Audit & Finance). When we bring the policies to the table it would be nice to have a Chair, someone who is fully immersed in the information. I'm hoping that we can get that started because we have a lot coming up and we have to make some refinements to our program. I would like to have someone to work very closely with that person and they could provide that information.</p>	<p>Judy Griego called for a motion to form the committee. Regina Sanchez motioned, Judy Griego seconded. -Judy Griego called for a vote. GC approved unanimously by</p>

		a vote of 4-0; 0 opposed; 0 abstained
Nomination & Approval of PCI & a Sub Committee Chair	<u>Griego</u> : Two people have volunteered, Andrew and Brenda to sit on the sub-committee.	Judy Griego called for a motion to approve Andrew & Brenda as the sub-committee members. Regina Sanchez motioned, Judy Griego seconded. -Judy Griego called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained
Recruitment & Selection Sub Committee Updates	<u>Griego</u> : I have to make the changes to the Bylaws and I'm also going to add a checklist for the Recruitment Plan. The new members will use the checklist. I will do that and if you could add this to next month's agenda.	
Update on the April 13, 2018 NMPEC Meeting	<u>Jones</u> : It was an interesting day. We were on the agenda and didn't get called up until about 3:30pm. In October we had a pretty positive meeting and this one was very different. This time we went up there and Katie didn't have anything to say. So I did my presentation, thanked the staff and gave updates on all the Corrective Action Plan Items. There were no negative comments and no questions were asked. One question was asked and it was if I was going to leave the school. But that was really it, no other questions were asked. They are waiting until the next meeting and we present our data on June 15 th . It will be an action item and they will make a decision then.	
Training Date for HA & Board Evaluations	<u>Griego</u> : I talked to Julian and he wants us to pin down some dates for the training, so we can get it done as soon as we can. Send me some dates that you're available and I will coordinate with Julian.	
Textbook & Instructional Materials Policy	<u>Jones</u> : I'm hoping to adopt curriculum for next year. I would like to adopt this policy for adoption policy, so we can have a system in place for curriculum adoption. There will be a committee comprised of General and Special education Teachers to make the best decisions for our students. The Chair of the sub-committee will be involved in the process as well. We have to make it public and give the community an opportunity to come out and view the samples of the curriculum. We have \$25,000 for instructional material and we will get very creative to ensure we have enough materials for the students.	Judy Griego called for a motion to approve the policy. Andrew Mathis motioned, Regina Sanchez seconded. -Judy Griego called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained
Textbook/ IM Adoption Timeline	<u>Jones</u> : I want to explain to you the work that has already been done. I made contact with three publishers, Houghton Mifflin, Benchmark, and McGraw-Hill. I would like to adopt core curriculum for at least K-6 th in both Spanish and English. They sent samples to review and I did recruit teachers to review the samples. We used a rubric during the first presentation. The next presentation will be on April 30 th and then on May 2-4 th we will open it up for public review. On May 18 th , we will make a decision and make a purchase.	Judy Griego called for a motion to approve the timeline. Brenda Baca motioned, Regina Sanchez seconded. -Judy Griego called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained
Approval of 18-19 Calendar	<u>Jones</u> : Depending on the level, there are a certain number of school hours per year that need to be satisfied. For us, we have 1080 hours per year and lunch cannot count towards the number. Right now we have 1,170 hours which exceeds our charter requirement. With that in mind, it allows us to build in Home Visits for Kinder, 3 rounds of Parent-Teacher Conferences, and ½ days. The Budget Calendar has to do with the number of instructional days. Our staff will work 180 instructional days and 4 PD days.	Judy Griego called for a motion to approve the calendar. Regina Sanchez motioned, Andrew Mathis seconded. -Judy Griego called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained
Approval of BMEP Application	<u>Jones</u> : I have to submit the Bilingual Application by May 5 th . This year, we are projecting 372 students and Spanish is the language we incorporate into our model for 3 hours/day. The 3 hours offered in Spanish are Language Arts, Math, and Social Studies. Looking at the trend of Las Links Results, we're predicting that 75% of our students who have been here for 5 years will be at the proficient range or better. That's our goal for next year. The Action Steps include adopting curriculum and PD for staff. Access is the test used to measure English language proficiency. For next year, we're predicting that we will have at least 75% increases in the number of students who are a 4 or a 5. We are going to continue to get trained, attend local conferences, and focus on academic language. The PD plans include weekly staff collaboration meetings, PD days, and trainings. I will continue to attend my trainings as well. I will send each of you a copy of the application.	Judy Griego called for a motion to approve the BMEP Application. Brenda Baca motioned, Andrew Mathis seconded. -Judy Griego called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained
Pre-K Application Overview	<u>Jones</u> : I submitted the application back in April. This year, I requested 3 classes for Pre-K. Two classrooms will have 14 students and the third will have 15 students. The budget total is \$275,000. We are going to have full-day offerings. We will not know if it is approved until we receive the award in May.	
CAP & PF Updates	<u>Jones</u> : We have made great progress and have satisfied everything in the CAP. Andrew will be completing his training soon. I sent you the Performance Framework piece and we did fairly well. Patty and I are going to work on a resolution to push back on some of those ratings. Today, I met with Mr. Rojas and he is the 3 rd party that we will contract with to review our data and present at the June meeting. I think our students will meet the goal in Math and if we can prove that in June that would be huge for us. We have the PARCC Assessment right now.	
Serving English Learners Policy	<i>*Item tabled until next meeting</i>	Judy Griego called for a motion to approve table item until next meeting. Judy Griego motioned, Andrew Mathis seconded. -Judy Griego called for a vote. GC approved unanimously by

		a vote of 4-0; 0 opposed; 0 abstained
Discussion & Possible Action on SY 18-19 Salary Schedule	<u>Jones:</u> The requirements have changed but we already meet the statutory requirements for next year. There is a 2.5% raise for all staff and Mike has already accounted for that in the new budget. So that Salary Schedule as it sits is just fine and we don't need to make any changes. We are still above and we are competitive.	
Head Administrator Updates	<u>Jones:</u> I would like to introduce Thalia Toha and like for her to have a chance to speak.	
Public Comment	<p><u>Toha:</u> There are so many options that you can do with each property. Your Central Facility which is sandwiched and bookended by Atrisco and Coors, that's an interesting corridor to pay attention to. I don't know what your long-term plans are; we kind of touched up on it a little bit. On the facility whether you just want to get rid of it, don't want anything to do with it, or kind of stick to the plan that you were mentioning. That is an interesting corridor in that retailers, especially national groups are looking to fill administrative locations from where they are.</p> <p><u>Jones:</u> During the May meeting, can we put you down as an agenda item and can you share some of that information you've sent to me?</p> <p><u>Toha:</u> Yes, I would absolutely love to come back and talk about it some more and I can email the information to everybody.</p>	
Announcement of Next GC Meeting	Next GC meeting: May 29, 2018 at 5:30pm & Finance Meeting at 5:00pm	Judy Griego asked for a motion to adjourn. Andrew Mathis motioned, Brenda Baca seconded. -Judy Griego called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained
Adjourn	Meeting was adjourned at 8:31pm	